



Maryland Department of Budget & Management

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*Office of the Secretary
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**Amendment #1 to
Request for Proposals (RFP)
Travel Services for State of Maryland
Project No. 050R4800264
March 12, 2004**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise, RFP Section 3.2.7

a. In the event the University System of Maryland, the Legislative Branch or the Judiciary elects to participate in the State's contract, their procedures may be different. Visit the University System of Maryland website at <http://www.dbs.umd.edu/travel/policy/index.php> for its policies.

b. County, municipal, and other non-state governments or agencies, which are not otherwise subject to the contract requirements, may purchase from the contractor the services covered by this contract at the same prices chargeable to the State. All such transactions by non-State governments or agencies:

- Shall constitute contracts between the contractor and that government or agency;**
- Shall not constitute purchases by the State or State agencies under this contract;**
- Shall not be binding or enforceable against the State; and**
- May be subject to other terms and conditions agreed to by the contractor and the purchaser.**

2. Revise, RFP Section 3.2.9

The Contractor shall only charge a fee per ticket issued to the State traveler. The Contractor shall not charge its **any** fee on ~~any non-ARC transaction~~ for any cancellation, voids, refunds, **or** waivers, ~~or exchanges~~.

3. Revise, RFP Section 3.4.6 Provide transportation services as follows:

~~a. Self booking web based automated reservation system to agencies approved solely by the Contract Manager.~~

Re-letter RFP Section 3.4.6 b through h to a through g.

4. Revise, RFP Section 3.4.13 Travel Insurance

3.4.13 Travel Insurance

a. _____ The Contractor shall, for any ~~reservation placed~~ **ticket issued**, provide travel insurance to all passengers on official State business. The amount shall be at least \$100,000 **per traveler,** per trip **by common carrier except as specified in b. below.**

b. **The Contractor shall, for any group travel, provide travel insurance per traveler limited to the amount established by the Contractor's insurance carrier.**

5. Revise, Section 3.4.14 Special and Group Travel Services

a. The Contractor shall provide group travel services for and coordinate all aspects of official State group travel.
Group travel is considered 10 or more persons.

6. Revise Attachment I by adding:

The following tables provide information on the top 5 air carriers used and Car and Hotel Reservation in the preceeding three fiscal years.

**Information For The Top Five Airlines Used By State Employees
And The Percentage Of The Business Each Received.**

FY 2001		FY 2002		FY 2003	
US Airways	35%	Southwest Airlines	23%	Southwest Airlines	27%
Southwest Airlines	16%	US Airways	21%	American Airlines	17%
Delta Airlines	11%	Delta Airlines	14%	Delta Airlines	15%
American Airlines	11%	American Airlines	14%	US Airways	10%
United Airlines	7%	United Airlines	8%	Northwest Airlines	7%

Car Rental and Hotel Reservations		
Fiscal Year	Car Rental	Hotel Reservations
FY 2001	819 Vehicles Reserved for 2,870 Days	356 Rooms Reserved for 1,025 Nights
FY 2002	739 Vehicles Reserved for 2,719 Days	292 Rooms Reserved for 928 Nights
FY 2003	532 Vehicles Reserved for 2,150 Days	215 Rooms Reserved for 527 Nights

A pre-proposal conference was held on March 4, 2004. A summary of the conference and a list of attendees are provided as a separate e-mail attachments.

Remember proposals are due on Friday, March 19, 2004 no later than 2:00 p.m. Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7683 as soon as possible.

Date Issued: March 12, 2004

By <Signed>
William M. Bowser
Procurement Officer